



Internship Opportunity

KY Labor Cabinet Department of Workplace Standards Division of Occupational Safety and Health Education and Training (Health Focus)

I. Position Title and Location

Labor Cabinet Intern

Kentucky Labor Cabinet, 1047 US HWY 127 South, Suite 2, Frankfort, KY 40601

The Department of Workplace Standards has the statutory authority and oversight to carry out the administrative duties of the Divisions of Wages and Hours; Apprenticeship; Occupational Safety & Health Education & Training; and Occupational Safety and Health Compliance.

II. Role of the Intern

The Kentucky Labor Cabinet, Department of Workplace Standards, Division of Occupational Safety and Health Education and Training is seeking a dynamic undergraduate or graduate student to assist the Division (Division of Occupational Safety and Health Education and Training) with Kentucky employers to promote worker safety through high-quality education and technical assistance.

Information regarding:

KY Labor Cabinet: <http://www.labor.ky.gov/Pages/Labor-Home.aspx>

KY Safe: <https://kysafe.ky.gov/Pages/index.aspx>

U.S. Department of Labor: <https://www.osha.gov/>

III. Duties and Responsibilities

- a. Performs duties consistent with the guidelines of an approved co-op education or intern program and other duties required.

- b. Performs entry-level duties regarding industrial hygiene consultative surveys to recognize and evaluate industrial workers' exposure to potentially hazardous health-related work conditions.
- c. Observe Industrial Hygiene Consultants in conducting health consultative surveys to develop the ability to recognize and evaluate workers' exposure to hazardous environments.
- d. Assist Industrial Hygiene Consultants in writing detailed technical reports regarding corrective actions for these surveys.
- e. Attend Population Center training courses to develop competency in the field of Industrial Hygiene.
- f. Assist in the calibration of industrial hygiene instrumentation to develop competency in the calibrations, operation and maintenance of equipment.
- g. Assist in the development of industrial hygiene training sessions to develop knowledge in the latest information and techniques related to industrial hygiene. Assist eTrain staff by reviewing and proof reading publications.
- h. Conduct research regarding industrial hygiene topics.
- i. Perform other duties as needed.

IV. Skills

The intern selected for the position should:

- a. Demonstrate the ability to work independently after receiving an orientation and instructions from the Assistant Director and management team.
- b. Be adept at written and oral communication, and possess the ability to present various materials in public settings.
- c. Be comfortable with basic software such as Office Suite, PowerPoint, Excel, etc.
- d. Given the nature of the position and potential interaction with leaders from government and business communities, be professional in demeanor and appearance.

V. Logistics

This position is currently open. The intern is expected to work 37.5 hours per week, with a salary range of \$7.25-\$12.30 per hour.

To apply, please go to the following web address, search for position 56033BR (CO-OP Intern) and complete the application.

<https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=20101&siteid=5031#home>

In addition to completing the online application at the above link, please forward a cover letter expressing interest, a current resume, 2 writing samples and 2 letters of recommendation to Cassidy.Connell@ky.gov